

# Army Sustainment Command

## Rock Island Arsenal, Illinois





*The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.*

## Employment Opportunities Around the World

### Top Army Initiatives:

Army Civilian Corps  
Established:  
[Memo](#) | [Creed](#)

[Quick Guide - CAC](#)  
[Enabling DCPDS, My Biz & My Workplace](#)



[Army National Security Personnel System](#)



### Employment

Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce.



### References & Tools

Status	Application Name
	My Biz/My Workplace/DCPDS portal
	My Biz/My Workplace/DCPDS Application
	Resume



### Employee Portal

The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.

→ [Employee Login](#)  
(with an AKO account)

→ [CAC Employee Login](#)





If you're ready for a challenge –  
If you want to believe in your work and truly make an impact –  
Explore what we offer.

# Employment

*Many Jobs – Many Opportunities*

[Home](#)[About Us](#)[Working for Army](#)[Benefits](#)[Intern/Fellow Opportunities](#)[Student Opportunities](#)[NAF Job Opportunities](#)[Projected Opportunities](#)[How to Apply](#)[FAQ's](#)[Useful Links](#)[Site Map](#)[Search for Jobs](#)[Build a Resume / View Status](#)[Global War on Terrorism](#)[Medical Positions](#)

Experience an exciting job.

Apply your skills to real-world situations.

Face new challenges and achieve your career goals.

**We hire motivated individuals in many different fields, all over the world. Everyday.**

Challenge Yourself – Be an Army Civilian – Go Army!



← The Department of the Army was ranked one of the best places to work in the Federal Government for 2007. Rankings were developed by measuring workplace satisfaction among current employees in 283 Federal agencies in areas such as pay and benefits, family-friendly culture and benefits, and work/life balance.

For more information, visit: <http://bestplacetowork.org/>



[Demo](#) | [Demo ReadMe](#)

**ATTENTION APPLICANTS:** The National Defense Authorization Act for FY 2006, signed into law on January 6, 2006, expanded the definition of a veteran for the purposes of preference eligibility. The definition now includes those individuals who served on active duty for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 to present.

If you believe you meet the requirements for this new veterans' preference eligibility and wish to claim veterans' preference for employment purposes, you must ensure your resume and supplemental data reflect your claim of veterans' preference and list your active duty military service dates accordingly.

## Welcome to The Army Civilian Resume Builder and ANSWER

The Resume Builder is designed to assist users in entering their resume into the Army's Centralized Resumix System. Users can enter their resume as well as provide supplemental data to indicate their qualifications and preferences. Once a resume is entered using this system, the record is integrated with the other staffing tools used by the Army to recruit and place applicants.

The Applicant Notification System Web-Enabled Response (ANSWER) tool is designed to allow users to check the status of their Resume, track their application history, view Self-Nomination history and view their current Resume and Supplemental Data listed in the Central Resumix Database. Users can toggle between the Resume Builder and ANSWER.

[PRIVACY ACT AND PUBLIC BURDEN STATEMENT](#)

## New Users >>

- ▶ Register a new account
- ▶ Create Your Resume
- ▶ Submit Your Resume

[Register](#)

## Registered Users >>



- ▶ View Existing Resume
- ▶ Edit Existing Resume
- ▶ Submit Your Resume

[Login](#)



[Demo](#) | [Demo ReadMe](#)

## Resume Builder Logon Page

Please enter your Userid and Password

Note: Enter Digits only

Userid  
(SSN)

Password

☐ By clicking here, you agree not to enter **Classified Information** into this system. I understand that falsification of this document is grounds for dismissal in accordance with US Code, title 18, 1001. This statement is accurate to the best of my knowledge and belief and is made in good faith.

[Forgot your Password?](#)

Login

**For Non-Classified Use Only. DO NOT Enter Classified Information**

**RESUME BUILDER  
& ANSWER**

**(New Users:) Please fill out the following form to register.**

**(Returning users:) Please review and update your Registration Information below**

[PRIVACY ACT AND PUBLIC BURDEN STATEMENT](#)

All fields denoted by a (\*) are required

Password can be changed at any time, simply retype password and confirm password.

\* Password

\* Confirm Password

\* SSN

\* Confirm SSN

Numbers only (no dashes)

**>> Contact Information**

\*\* Note: The contact information provided below will appear on your Resume.

\* First Name

Middle

\* Last

\* Address Line 1

Address Line 2

\* City

\* State

Illinois



\* Country

United States



\* Zip Code

61241



\* SSN

.....

\* Confirm SSN

.....

Numbers only (no dashes)

## &gt;&gt; Contact Information

\*\* Note: The contact information provided below will appear on your Resume.

\* First Name

Jane

Middle

N

\* Last

Doe

\* Address Line 1

Address Line 2

\* City

Colona

\* State

Illinois

\* Country

United States

\* Zip Code

61241

E-mail Address

\* Telephone

Country  
CodeArea  
CodePhone  
Number

Extension

Home

309

Work

309

DSN

Note: at least one phone number is required



Next &gt;&gt;

[Logout](#)

Your registration information has been updated. Select from your options below.

[Create / Edit Resume](#)[Create / Edit Supplemental Data](#)**RESUMIX**[Submit Resume & Supplemental Data](#)

## ANSWER

- ▶ [View your Resume Status](#)
- ▶ [View Status Tracking History](#)
- ▶ [View Self Nominate History](#)
- ▶ [View Resume & Supplemental Data in the Central Resumix Database](#)

[Go to Answer >>](#)[Resume Builder Instructions](#)





# ANSWER

Applicant Notification System Web-Enabled Response

[ANSWER HOME](#)

Yo



## Applicant Information:



Resume Last Received: 2008-12-03

**Resume Status: ACTIVE**



## Status Tracking

**Note: You will not see an update to the status of your self nomination until after the announcement closes and qualification determinations are made.**



[Status Tracking](#)



[Self Nominate History](#)

**Updated!!**



[View Resume](#)



[View Supplemental Data](#)



[Send Mail](#)

[Logout](#)

Your registration information has been updated. Select from your options below.

[Create / Edit Resume](#)[Create / Edit Supplemental Data](#)[Submit Resume & Supplemental Data](#)

## ANSWER

- ▶ View your Resume Status
- ▶ View Status Tracking History
- ▶ View Self Nominate History
- ▶ View Resume & Supplemental Data in the Central Resumix Database

[Go to Answer >>](#)[Resume Builder Instructions](#)

## Build your resume

Enter your resume information in each block. Use the worksheet tools provided to assist in entering data in the preferred format. If you use the worksheet, data will be added to the top of its block field. Each block can be directly edited/formatted at any time. The display seen here will be as it appears on the final document. Access the online help for sample resumes of various positions.

**WARNING:** If you do not use the worksheet provided for the Work Experience block, you must at a minimum provide: the from and to dates for each work experience, your position title, the average number of hours worked per week, and for federal civilian employees, your pay plan, series, and grade. If you do not use the worksheet provided for the Education Block, you must include as a minimum: the college/university, dates attended, degree achieved, semester hours earned, major and GPA. For 4-years of education beyond high school, or higher, you must also include 24 semester hours of specific course work in your major area of study.

This information is important in determining whether you meet the qualification requirements for a specific position. Failure to provide this information could result in a "not qualified" or "ineligible" rating.

All blocks require an entry. If not applicable, please type "none". **Do Not Enter Classified Information**



### Work Experience (Include paid and unpaid work experience)

Click [here](#) for worksheet.

Hours per week: 40

[Help](#)[Logout](#)

### Work Experience Worksheet:



Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result. New data will automatically be entered at the top of the text box in the Builder.

**\*\* When creating a new resume, enter the oldest experience first and work forward chronologically.**

Organization  
Company Name

Position Title

City

State

Country

Start Date  
(MM/DD/YYYY)

End Date  
(MM/DD/YYYY)  If "Present" leave blank

Supervisor's  
Name

May we Contact your  
Supervisor? ☐ Yes ☐ No

We will contact you first if you answer "No" and we need to contact your current supervisor.

Supervisor's



City

State

Country

Start Date  
(MM/DD/YYYY)End Date  
(MM/DD/YYYY)

If "Present" leave blank

Supervisor's  
NameMay we Contact your  
Supervisor?☐ Yes ☐ No

We will contact you first if you answer "No" and we need to contact your current supervisor.

Supervisor's  
Telephone

For current or former federal civilian employees only

Pay Plan

Series

Grade

Salary (enter in USD and cents)

per

Hours Worked Per Week

Description of Duties

Do Not Enter Classified Information

Character Count: 0



Insert into Resume

Cancel





Ensure equipment is completed within suspenses. Complete appropriate paperwork regarding equipment. Provide quality customer support. Maintains and organizes schedules regarding the completion of projects within established timeframes. Coordinates the shipment of equipment to the



Character Count: 8179  
Maximum: 12,000 characters



## » Education

Click [here](#) for worksheet

Character Count: 174  
Maximum: 2000 characters



## » Additional Information

(training, licenses, certifications, performance appraisals/ratings, awards, etc.)

Click [here](#) for worksheet



Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result.

The Office of Personnel Management Qualification Handbook requires that applicants possess specific education requirements for certain positions. Failure to include this education information may result in an **ineligible** rating. If you have completed a 4-year course of study beyond high school, or higher, please include 24 semester hours of specific course work in your major area of study in the Description text box below.

**\*\*Enter all periods of education that support your employment interests.**

Type of School

School Name

City

State

Country

Degree Achieved

Major

Minor

GPA

Semester Hours Earned

Quarter  
Hours  
Earned

Attended From:

( MM/DD/YYYY )

Completed

( MM/DD/YYYY )

☐ Still Attending



https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume



Live Search

File Edit View Favorites Tools Help



Resume Builder



Page



## Education

Character Count: 174  
Maximum: 2000 characters



## Additional Information

(training, licenses, certifications, performance appraisals/ratings, awards, etc.)

Click [here](#) for worksheet



Character Count: 142  
Maximum: 6000 characters

[Preview My Resume](#)

**Additional Information Worksheet:**

Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result.

**\*\* When creating a new resume, enter the oldest information first and work forward chronologically.**

Type

Title / Course

Date

Hours

Description

Character Count: 0



Insert into Resume

Cancel



## Education



Character Count: 174  
Maximum: 2000 characters



**Additional Information**  
(training, licenses, certifications, performance appraisals/ratings, awards, etc.)

Click [here](#) for worksheet



Character Count: 142  
Maximum: 6000 characters



Preview My Resume

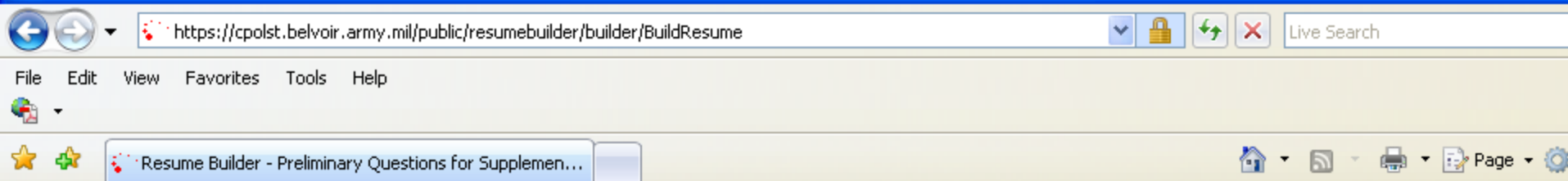


Education

Additional Information

Save Resume Draft

Edit my Resume

[Help](#) [Logout](#)

Your work is **saved as a draft** in your working area, however it has **not been submitted** to the Army Centralized Resumix system. Submission is made when all required sections are complete.

Please complete the following short supplemental questions to complete and submit your resume. Part of the Staffing Process includes collecting some supplemental data to indicate your qualifications and preferences. This information is required in order to properly pull your resume for consideration.

Note: If you answer "Yes" to any of the questions below, you will be required to complete all the required fields in the related Supplemental Sections.

**PRELIMINARY QUESTIONS** (Preliminary questions are required.)

- 1) Do you currently and/or previously work as a Permanent Federal Civilian Employee? ☐ Yes ☒ No
- 2) Have you ever served in the United States military or are you eligible for veterans preference? ☒ Yes ☐ No
- 3) Are you interested in applying for a position overseas? ☐ Yes ☒ No

[Cancel and Submit Later](#)[Continue](#)

[Help](#)[Logout](#)

## Supplemental Data

Your answers indicate that you have the following sections to complete in order to complete your RESUME.

### Supplemental Data



Click below to jump to a section, or just click 'Next' to begin.

[» Personal Data](#)[» Employment Preferences](#)[» Military Veteran](#)[Cancel and Submit Later](#)[Next >>](#)

[Help](#)[Logout](#)[Edit Resume Now!](#)

## Supplemental Data



You must complete at least the required fields (denoted by a \* ) plus any additional fields that apply to your situation. The answers provided will be used in search queries and evaluations of requirements and qualifications. Click on the Next button to navigate to the next section.

### >> PERSONAL DATA

\* Citizenship

US Citizen



Date of Birth

Gender - OPTIONAL

Male



\* Race / Origin (Please select all that apply.)

- ☐ Hispanic
- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native American or Pacific Islander
- ☒ White

&gt;&gt; Employment Pref

&gt;&gt; Military Veteran



Gender - OPTIONAL

Male

\* Race / Origin (Please select all that apply.)

☐ Hispanic☐ American Indian or Alaskan Native☐ Asian☐ Black or African American☐ Native American or Pacific Islander☒ White☐ Not Identified

\* Education Level

10

( Click in Box to Display Options )

## &gt;&gt; BASIC ADMINISTRATIVE SKILLS

Typing - Words per Minute

40

Dictation - Words per Minute

## &gt;&gt; LANGUAGE SKILLS

Language

English

Proficiency

Language

Proficiency

Language

Proficiency

Language

Proficiency

Language

Proficiency

Cancel and Submit Later

Next &gt;&gt;



[Help](#)[Logout](#)[Edit Resume Now!](#)

## Supplemental Data



You must complete at least the required fields (denoted by a \* ) plus any additional fields that apply to your situation. The answers provided will be used in search queries and evaluations of requirements and qualifications. Click on the Next button to navigate to the next section.

### >> EMPLOYMENT PREFERENCES

- \* Work Schedule:
- ☒ Full-Time
  - ☐ Intermittent
  - ☐ Part-Time
  - ☐ Shift Work
- \* Employment Type:
- ☐ Competitive Detail
  - ☒ Permanent
  - ☐ Temporary, 1-6 months
  - ☐ Temporary, 7-12 months
  - ☐ Term, 1-4 years
  - ☐ Temp promotion up to 5 yrs

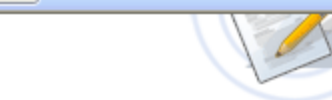
[>> Personal Data](#)[>> Military Veteran](#)



\* Employment Categories:- Please select all that apply to you. For definitions, click on the on-line help button at the top of this page. You must select at least one.

- ☐ Army Civilian eligible
- ☐ 30 percent Disabled Veteran
- ☒ VRA eligible [VRA Wizard](#)
- ☒ VEOA eligible
- ☐ EO 12721 eligible
- ☐ Defense Contracting Management Agency (DCMA) civilian eligible
- ☐ Transfer Eligible
- ☐ Reinstatement eligible
- ☐ ICTAP eligible
- ☐ Person with Disabilities eligible
- ☐ DCIPS/CIPMS Interchange eligible
- ☐ NAF Interchange eligible
- ☐ Outstanding Scholar eligible
- ☐ Non Status Eligible, including overseas limited and temporary employee
- ☐ DCIPS employee applying for DCIPS
- ☐ Student Employment
- ☐ Summer Employment
- ☐ Military Spouse preference eligible [MSP Wizard](#)
- ☐ Family member preference eligible (overseas) [FMP Wizard](#)
- ☐ Family member no preference eligible (overseas) [FMP Wizard](#)
- ☐ Reemployment Annuitant
- ☐ Other Interchange Agreement

[Cancel and Submit Later](#)[Next >>](#)



Resume Builder

[Edit Resume Now!](#)

## Supplemental Data



Complete all fields on this page. The answers provided will be used in search queries and evaluations of requirements and qualifications. Click on the Next button to navigate to the next section.

### >> MILITARY - VETERAN SERVICE DATA

\*Preference  
Claimed:

( Click in Box to Determine Preference )

[Click here to read notice for 10pt Veterans](#)

[Click here for the Veterans' Preference Wizard](#)

New !!! [Click here to read notice for expanded veterans preference eligibility](#)

Medal Awarded: (select all that apply)

- ☐ Campaign Badge
- ☒ Armed Forces Expeditionary Medal (AFEM)
- ☐ Armed Forces Service Medal (AFSM)

Period of Active Duty

\*Start Date

\*End Date

>> Personal Data

>> Employment Pref

>> **MILITARY - VETERAN SERVICE DATA**

\*Preference Claimed:  ( Click in Box to Determine Preference )

[Click here to read notice for 10pt Veterans](#)

[Click here for the Veterans' Preference Wizard](#)

New !!! [Click here to read notice for expanded veterans preference eligibility](#)

Medal Awarded: (select all that apply)

- ☐ Campaign Badge
- ☒ Armed Forces Expeditionary Medal (AFEM)
- ☐ Armed Forces Service Medal (AFSM)

Period of Active Duty

\*Start Date

\*End Date

Start Date

End Date

Start Date

End Date

\*Type of Discharge

\*Retired Military?

☐ Yes ☒ No

Date of Retirement:

Rank at Retirement:

Cancel and Submit Later

Next >>

>> Personal Data

>> Employment Pref

[Help](#)[Logout](#)

## Supplemental Data Preview Page.

### APPLICANT CERTIFICATION:

I certify that, to the best of my knowledge and belief, all of the information on and attached to this Resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this Resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I understand submitted information **must not contain classified information**.

By submitting this Resume you acknowledge your concurrence to the preceding statement.

### PERSONAL DATA

Citizenship US Citizen

Birth Date

Gender

M

Race/National Origin

White

Education Level

### BASIC ADMINISTRATION SKILLS



**PERSONAL DATA**

Citizenship

Birth Date

Gender

Race/National Origin

Education Level

**BASIC ADMINISTRATION SKILLS**

Typing 40 words per minute

Dictation

**LANGUAGE SKILLS**

English

**EMPLOYMENT PREFERENCES**

Work Schedule Full-Time

Employment Type Permanent

Employment Category VRA eligible, VEOA eligible

**MILITARY - VETERAN SERVICE DATA \***

Medal(s) Awarded

Periods of Active Duty

Start Date : 07/21/1987

Type of Discharge

Retired Military

Preference Claimed

[Edit Supplemental Data](#)[Save Supplemental Data](#)

[Help](#) [Logout](#)

**Please review.** Your data has been **saved as a draft**. It will be available each time you return.

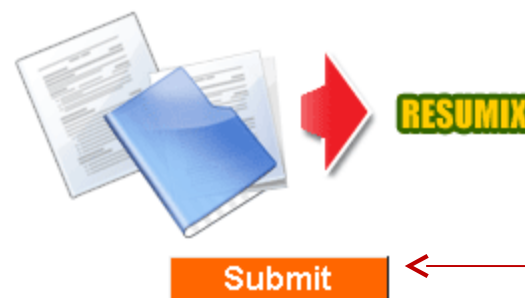
**Sections are complete.** Please submit to finish.

**APPLICANT CERTIFICATION:**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this Resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this Resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I understand submitted information **must not contain classified information**.

By submitting this Resume you acknowledge your concurrence to the preceding statement.

**Submit Resume & Supplemental Data**



**Submit**

Email Resume to the following:

[Add Another Recipient](#)



## Submit Resume and Supplemental Data Confirmation Page

Your Resume and Supplemental Data  
have been Submitted!

Changes and submissions may take up to 24 hours.

To view your status in Answer:  
[Return to the Main Menu.](#)



If you're ready for a challenge –  
If you want to believe in your work and truly make an impact –

Explore what we offer.

# Employment

*Many Jobs – Many Opportunities*

[Home](#)[About Us](#)[Working for Army](#)[Benefits](#)[Intern/Fellow Opportunities](#)[Student Opportunities](#)[NAF Job Opportunities](#)[Projected Opportunities](#)[How to Apply](#)[FAQ's](#)[Useful Links](#)[Site Map](#)[Search for Jobs](#)[Build a Resume / View Status](#)[Global War on Terrorism](#)[Medical Positions](#)

Experience an exciting job.

Apply your skills to real-world situations.

Face new challenges and achieve your career goals.

**We hire motivated individuals in many different fields, all over the world. Everyday.**

Challenge Yourself – Be an Army Civilian – Go Army!



The Department of the Army was ranked one of the best places to work in the Federal Government for 2007. Rankings were developed by measuring workplace satisfaction among current employees in 283 Federal agencies in areas such as pay and benefits, family-friendly culture and benefits, and work/life balance.

For more information, visit: <http://bestplacetowork.org/>






## Vacancy Announcement Board

Search and Self-Nominate for Army Job Announcements



The Department of the Army was ranked one of the best places to work in the Federal Government for 2007.

For more information, visit: <http://bestplacetowork.org>

 Please select the search criteria for job opportunities with the Army. When you are satisfied with the search areas selected scroll down and click on the search now button.

Announcements close at 12:00am (midnight) Eastern Time.

**NSPS Announcements:** To search for all NSPS announcements select NSPS from the Special Programs menu. Additionally, if you are interested in a specific pay band (i.e., 1 through 4), select the Pay Band from the Grade/Pay Band menu.

### Search - Multiple criteria



#### Search Criteria

Keyword (Position Title only)



Special Programs:

None 

General Occupations:

Administration / Program Management   
Arts and Recreation  
Biological Sciences  
Housing / Business / Industry 

Grade/Pay Band:

All Grades   
1  
2  
3 



Delaware  
District of Columbia  
Florida  
Georgia  
Hawaii  
Idaho  
Illinois  
Indiana  
Iowa

American Samoa  
Argentina  
Australia  
Austria  
Bahamas  
Bahrain  
Belgium  
Belize  
Benin

Hint: (hold cntrl to make multiple selections)

Occupation Series: (Format 0801,0810,0819 No Alpha Characters. More than one series must be separated by comma. )

#### Applicant Eligibility

Are you a current/career conditional Federal civilian employee or do you have one of the following eligibilities:

- Military Spouse/Family Member Preference (overseas only)?
- Veterans' Preference?
- Person separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- Person with non-competitive appointment eligibility?
- Current federal employee in an excepted service position covered by an interchange agreement?
- Eligible for reinstatement?

☐ No ☒ Yes

Get Results >>




## Vacancy Announcement Board

Search and Self-Nominate for Army Job Announcements

[Search Results](#) 

### Search Announcements Results:

 Click on the Announcement Number to view.

### Your Search Results

#### Announcements Found - 83

Announcement	Position	L-Grd	H-Grd	Location	Closing Date
<a href="#">WTFC09006948</a>	Operations Officer(0301)	2	2	US Army Materiel Command, Tokyo, Japan	2008-12-05
<a href="#">WTFC09112224</a>	Social Worker (LCSW)(0185)	11	11	US Army Garrison Japan, Directorate of Community Activities, Camp Zama, Japan	2008-12-13
<a href="#">SWG108697121</a>	Deckhand(5788)	6	6	US Army Engineer District, Operations, Readiness, & Regulatory Division, Rivers Project Office, Dredge Potter, St. Louis, MO	2009-04-03
<a href="#">NCBG088296900C</a>	Logistics Management Specialist(0346)	11	12	US Army Tank-automotive and Armaments Command; Integrated Logistics Support Center; Rock Island Arsenal, Rock Island, IL	2008-12-23



## Vacancy Announcement Board

Search and Self-Nominate for Army Job Announcements

[Job Announcement Details](#) 

### Job Announcement

#### DEPARTMENT OF THE ARMY

Vacancy Announcement Number: SWBG08124176

Opening Date: November 24, 2008

Closing Date: December 05, 2008

**Position:** Construction Representative, GS-0809-7/9/11

**Salary:** \$36,822 - \$70,843 Annual

**Place of Work:** US Army Engineer District, Rock Island; Engineering & Construction Div; Construction Branch, DUTY STATION: Davenport, IA

**Position Status:** This is a Permanent position. -- Full Time

**Number of Vacancy:** 1

#### DEPARTMENT OF ARMY RANKED ONE OF THE TOP TEN FEDERAL WORKPLACES FOR 2007!

**Duties:** AT 7 & 9 LEVEL: Works under closer supervision and in a developmental capacity which prepares the employee to be able to perform at the full performance level. GS-11 LEVEL DUTIES: Serves as Construction Representative, with responsibility for the management and surveillance of assigned civil construction projects in a wide geographic area, a major construction project, or several projects in an area local to the assigned office. Projects may include building construction and renovation, parking areas, general and special utility systems (including heating, air conditioning, electrical, etc.), underground tank removal, research and testing facilities, laboratories, offices, bridges, powerhouses, recreation facilities, navigation channel maintenance and improvements, navigation lock and dam rehabilitation, local flood protection projects, water control structures and pump plants that may involve major cofferdam construction, etc.





- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on [http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)
- Salary includes applicable locality pay or Local Market Supplement.
- Permanent Change of Station (PCS) expenses will be authorized.
- Temporary Duty (TDY) travel is 30 percent.
- Defense National Relocation Program will not be authorized.

**Other Advantages:** The position is located in the Rock Island District Headquarters which is in the Clock Tower Building/Annex on Arsenal Island in Rock Island, Illinois. Rock Island is part of a metropolitan area known as the Quad-Cities. The Quad-Cities rests on the banks of the Mississippi River and has a total population of 400,000. The Quad-Cities is comprised of the cities of Rock Island and Moline/East Moline, in Illinois, and Davenport and Bettendorf in Iowa.

**Other Requirements:**(Click on Other Requirements)

- Personnel security investigation required.
- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- Must sign a mobility agreement if selected.
- Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume/supplemental data submitted.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- One year trial/probationary period may be required.

**How to Apply:** (Click on How to Apply)

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- Announcements close at 12:00am (midnight) Eastern Time.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.



## Vacancy Announcement Board

Search and Self-Nominate for Army Job Announcements

[Self-Nomination Form](#) 

### Self Nomination Form:

**NOTE:** You must have an ACTIVE resume with the Army Centralized Resumix database before you submit your Self-nomination. If you do not have an ACTIVE resume on file, please click here to use the [Army Resume Builder](#) to create or update your resume.

When applying for Army vacancy announcements viewed on a website other than Army's [Civilian Personnel On-Line](#) or the Office of Personnel Management's [USAJobs](#), we strongly advise that you first review those announcements on one of these two official sites to ensure that there have been no changes/updates to the announcement prior to applying. We are not responsible for information listed on sites other than the sites named above.

\*\*\*Veteran's Preference Change- The National Defense Authorization Act for FY 2006, signed into law on January 6, 2006, expanded the definition of a veteran for the purposes of preference eligibility. The definition now includes those individuals who served on active duty for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 to present. [Click here for additional information on how to correct or change your resume/supplemental data.](#)



Do not enter special characters such as a single quote within any of the fields below.

### Self-Nominate Form

#### Contact Information

First Name

Middle



SSN (Format: #####)

Confirm SSN

**Announcement Information**

Announcement Number: NCBG08922215OC

Position Title: Contract Specialist, GS-1102-11/12

Pay Plan: GS

Series: 1102

Grade(s): 11/12

Lowest Acceptable Grade/Pay Band: **Self Certification**

By selecting yes, I certify that I have reviewed the vacancy announcement and hereby self-certify that I am eligible for the series and grade advertised.

I understand that this self-certification is subject to review and that a determination may be made by the Civilian Personnel Operations Center that I am eligible for the positions for which I have self-certified. Also, I understand that falsification of this document is grounds for dismissal in accordance with US Code, title 18, 1001. This statement is accurate to the best of my knowledge and belief and is made in good faith.

- ☒ Yes, I agree  
☐ No, I do not agree

**Submit**

# Veteran's Recruitment Authority

- Disabled Veterans
- Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized.
- Veterans while serving active duty in the Armed Forces, participated in U.S. military operation for which an Armed Forces Service Medal (AFSM) was awarded.
- Recently separated veterans from active duty within the last 3 years.

# Veterans Employment Opportunity Act of 1998

- Preference eligible or veteran separated after 3 or more years of continuous active service performed under honorable conditions.

# 5 point Veteran's Preference

- During a war
- During period of April 28, 1952 through July 1, 1955
- For more than 180 consecutive days other than for training, any part that occurred after January 31, 1955, and before October 15, 1976
- During a Gulf War from August 2, 1990 through January 2, 1992

# 5 point Veteran's Preference

- In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for preference.
- Active duty more than 180 consecutive days, other than for training, any part which occurred during period beginning September 11, 2001 and ended on date prescribed by Presidential proclamation or by law as last day of Operation Iraqi Freedom.



# Compensable Veteran's Preference

- Service-connected disability in receipt of compensation from the Veteran's Administration.



# Federal Employment Websites

- <http://www.usajobs.gov/>
- <http://www.cpol.army.mil/>
- [http://www.opm.gov/veterans/html/vetguide.a  
sp](http://www.opm.gov/veterans/html/vetguide.asp)

# FASCLASS

<https://acpol2.army.mil/fasclass/inbox/default.asp>

FASCLASS: - Windows Internet Explorer

https://acpol2.army.mil/fasclass/inbox/default.asp

File Edit View Favorites Tools Help

FASCLASS:

Home RSS Print Page Tools

**FASCLASS** PD #

FASCLASS PD Library Lookup What's New? CPOL

3 December 2008 Restricted Access Help

**FASCLASS**  
FULLY AUTOMATED SYSTEM FOR CLASSIFICATION

DEPT CHIEF OF STAFF 01  
United States Army  
Individual Installation  
HR Solutions  
Corporate  
Contract Human Resources Agency

Europe Korea N. Central Northeast Pacific S. Central Southwest West NAF

-- Partnering with Army --

DISA DCMA

To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply click on the menu item, then click on the desired menu choice.

Trusted sites 100%

start Inbox - Microso... Office 2007 - M... vacancy annou... CPOL: Employm... FASCLASS: - Wi... Resume Builder ... 12:29 PM



PD #

GO

FASCLASS

PD Library

Lookup

What's New?

CPOL

3 December 2008

Restricted Access

Help

## Search by Position Data

To search for a position description, fill in all applicable fields then click the Search button.  
Click the icon, to bring up a list of valid values.

CCPO ID:



PD#:



→ Position Title:



LN Title:



Pay Plan:



Series:



Grade:



[General Schedule](#)  
[Classification Standards](#)  
[Qualification Standards](#)

[Federal Wage System](#)  
[Classification Standards](#)  
[Qualification Standards](#)

LN Pay Plan:



LN Grade:



Citation:



Career Program:



Region:



Servicing CPAC:



Position Duties:

☒ Exact Match☐ Wild Card

AND

☒ Exact Match☐ Wild Card

AND